

Didja Know?



- Did you know that filling out the “Trip Purpose” box is a very *B/G* deal?
- Yessiree it is!
- Take a look at the following to see what we mean.

Logged In As:
Traveler Name:



Trip Overview

Booking Travel using the Defense Travel System (from your home or duty station) and your mode of travel (air, car, rail) and lodging after these

A I am leaving from

*Starting Point:

Search

RESIDENCE
DUTY STATION

*Departing On:

(mm/dd/yyyy)

*Trip Type:

*Trip Purpose:

Trip Description:

TECH TVL 785.555.0000 site visit at AASF#2

B I will be traveling to my TDY location by - (Select from the list below)

Commercial

Rail

Rental Car

Other

Time:

Air

Select

But Why??



- In the event there is something the Reviewer or Approving Authority needs to verify.
- Or to quickly acknowledge the proper person to approve your travel.
- Help us help you to get your request approved and down the DTS super highway.

But Really WHYYYYY?

- With every Authorization there is a fiduciary responsibility to fund the travel out of the *correct* account.
- When we are given the information in the Trip Description, the Approving Official can quickly identify which program manager is responsible for the funding.

But Really WHYYYYY?

- So you see, we don't just make this stuff up.
- There really is a method to our madness.



Ta-Da!



Now your Reviewer or
Approving Official take care
of this Authorization.